

CITY MANAGER REPORT ON COMMISSION DIRECTED ITEMS

Item	Commission Meeting or Special Meeting Date	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
1	April 4, 2017	City Manager/ Human Resources	Build relationship with High School to implement internship programs/give monthly update/ August 2017 implementation goal (updated email 12/5/17) 1) HR Director is in process of meeting with the Principal 2) Memo sent to Commission 12/20/18 3) HR Director met with Principal Johnson on 12/19/18; a summary will follow of implementation of internship program 4) Memo sent to Commission 9/16/19 5) Memo sent to Commission 1/21/20	On Hold	
2	June 7, 2017	Parks and Recreation	Work with Sarasota County and Southwest Florida Water Management District for Deer Prairie Creek Connector Bridge.	On hold pending outside agencies	
14	February 13, 2018	Public Works	Traffic signal at High School - inhouse signal warrant analysis, place on agenda and email results (minutes Page 3 Item #B #1) (email update- will hire consultant?) 1) Memo sent to Commission 10/15/18 2) Memo sent to Commission 3/11/19 3) Memo sent to Commission 9/16/19 4) Motion made on 3/24/20 for staff to continue contact with School Board to discuss potential cost sharing of traffic signal at NPH & Heron Creek School entrances 5) Memo sent to Commission 4/20/20	TBD based on School closings per COVID-19	
20	April 10, 2018	NDS	Workshop on permitting and building processes and improvements. 1) Workshop postponed due to new Permit software coming online per CM	On hold until software is online	
25	June 6, 2018	Police Department/ Social Services	Review Sarasota County ordinance on homelessness and draft ordinance (minutes p3 #3) 1) Memo sent to Commission 6/17/19 2) Currently in CAO Review 6/10/19	Pending CAO Review	
29	June 12, 2018	City Manager Finance	CM to send via email any change order to the Commissioners for the Aquatic Center.	Ongoing	

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48	September 6, 2018	City Manager	Staff provide market analysis on Spring Haven Drive, including lien and title search; authorize CM to negotiate purchase of properties and bring back offer to Commission	Ongoing	1) Dec 5th approved purchase of 5 lots along Spring Haven
59	October 23, 2018	NDS/Public Works	Provide options for emergency access for Villas of Charleston Park, reviewing phases 1 and 2, review secondary access, additional information, collaborate with Jockey Club and other adjacent area's; cost of paved road, other developments in NP that need emergency access 1) Memo sent to Commission 2/27/19 2) Memo sent to Commission 4/15/19 3) Memo sent to Commission 7/15/19	On Hold until properties are purchased along Spring Haven Dr.	
60	October 23, 2018	City Manager/Finance	1) Create a new Community Fund for \$5k, funded by contingency to provide donations to community groups. Create parameters of fund to include using City's social media/ development of a Community calendar and bring back to Commission. 2) CM work with Huskies to promote fundraising activity using the City's social media, our website/Facebook. 1) Memo sent to Commission 5/18/20	July 2020	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates	Ongoing	Provided monthly
110	February 7, 2019	NDS/ Public Works	Simultaneously conduct a study to 1) update the City's impact fees (excluding transportation) and 2) a study to create a mobility fee. Work with CM to do a budget amendment if necessary/possible. 1) Memo sent to Commission 2/18/20	2) July 2021	1) Impact Fee Study - Consultant hired June 4, 2019

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113	February 12, 2019	NDS	<p>1) Bring back research on what uses are prohibited and special exception in NC-LI, a map that shows NC-LI zoning districts, businesses that have been refused with full details as to why they were turned away, and research on a Code where neighborhood commercial is functioning well – not limited to Florida. NDS should work with Economic Development in working on this language.</p> <p>1) CM moved to September 2019 workshop</p> <p>2) Motion at 9/18.19 Mtg to add 2 directives Phase 1 begin evaluation of list to reduce barriers of development; Phase 2 complete re-evaluation of design standards to focus on form over use. Phase 2 does not have a date to come back, it requires a broader discussion.</p> <p>3) Per CM this item moved from January to February 2020</p> <p>4) Memo sent to Commission 5/18/20</p>	July 2020	1) September 17, 2019; 2) February 3, 2020 workshop
136	April 1, 2019	NDS	<p>Neighborhood Rev Plan - Would like to see achievements in revitalization project, more defined than what was presented. Build format, strategy and plan going forward. Provide ongoing projects that are occurring within neighborhoods.</p> <p>1) Memo sent to Commission 9/16/19</p> <p>2) Memo sent to Commission 1/21/20</p> <p>3) On 3/3/20 Commission directed this item be moved to 4/6/20 Special Mtg</p> <p>4) Memo sent to Commission 4/20/20</p>		1) June 4th
138	April 1, 2019	NDS	<p>1) Provide more information and suggestions on criteria used to form neighborhoods. Updates to Comp Plan will be necessary, including neighborhood names and updated maps.</p> <p>1) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties</p> <p>2) Moved to be discussed with city owned property discussion on March 2020</p>	In Progress	1) September 17, 2019

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142	April 10, 2019	City Manager	<p>Provide the Commission the a map and list of escheated lots and what lots the City plans to sell; list or map of properties the City currently owns. Research 2005 agreement, bring back to Commission</p> <p>1) Memo sent to Commission 5/20/19</p> <p>2) Motion from 12/5 - Approve map provided and to allow for acquiring property to add to the land bank including 19 surplus properties. a) Allow for a first right of refusal to those who owned property adjacent, except for those properties currently being utilized. b) Make the City's own parcel dashboard public and c) to bring back selling and swapping land process and procedure in the future.</p> <p>3) Memo sent to Commission 3/16/20</p>	<p>2a) - Date to be determined after selling procedures approved by Commission</p> <p>2c) - In Process of Developing</p>	<p>1) December 5, 2019</p> <p>2b) December 12, 2019</p>
163	June 6, 2019	Parks and Recreation	<p>Direct staff to work with NP Park presenters to allow them to make a presentation for Skate Park mural to Art Advisory Bd. Work with staff on design of park and bring back final design to Commission prior to implementation.</p> <p>1) Next step Parks staff meeting with artist on 9/12/19.</p> <p>2) Memo sent to Commission 10/15/19</p> <p>3) CM requested this item be pulled from the 3/5/20 agenda. CM sent email to Commission on 3/3/20 stating project could not proceed based on previous direction.</p>	On Hold	
180	June 25, 2019	Public Works	<p>Bring back to Commission in July information on covenants and restrictions for Cedar Grove subdivisions request to take over streets</p> <p>1) Memo sent to Commission 7/15/19</p> <p>2) Memo sent to Commission 9/16/19</p> <p>3) This item was pulled on 10/22/19 Commission mtg;new date of Jan 2020</p> <p>4) Memo sent to Commission 1/21/20</p> <p>5) Memo sent to Commission 3/16/20</p> <p>6) Memo sent to Commission 4/20/20</p> <p>7) Memo sent to Commission 5/18/20</p> <p>8) Memo sent to Commission 6/15/20</p>	July 2020	

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181	June 25, 2019	Public Works	<p>Solid Waste Transfer Station - Motion to direct staff to come back with a variety of properties that are public and privately owned minus the t lake area to consider City to purchase to create Transfer Station within Activity 6. Staff provide costs for a Transfer Station at each new location.</p> <p>1) Per CM meeting moved from 4/28/20 to 5/26/20                      2) During the 5/26/20 meeting this item was postponed per Commission and CM to 6/23/20 meeting</p>	June 23, 2020	
197	July 17, 2019	Public Works	<p>Push Out S Tamiami Trail Linear Parking for one year and explore the possibility of commercial businesses along the proposed parking are subsidized the off-site parking next to their business</p> <p>1) Memo to Commission 10/15/19                      2) Memo sent to Commission 11/18/19                      3) Memo sent to Commission 1/21/20                      4) Memo sent to Commission 2/18/20</p>	July 2020	
199	July 17, 2019	NDS	<p>1) Art Impact Fund money charged to newly constructed businesses needs review as per ULDC. Possibly amount calculated and required to be paid by needs revised.                      2) 1/14/20 Consensus for staff to bring back to Commission a review of methodologies relating to the Public Art Contribution Policy, to include % changed, \$ per sq ft charged, size of parcel, with pricing to make project fair and equitable for business/developers.</p>	July 2020	1) January 14, 2020
207	September 10, 2019	City Manager	<p>Develop an Advisory Board Handbook to include procedures, policies, links to videos.</p> <p>1) Memo sent to Commission 1/21/20                      2) Memo sent to Commission 2/18/20</p>	May 26, 2020	May 26, 2020
209	September 10, 2019	City Manager/NDS	<p>1) Allow Holly's Hope to present at Youth Council Board. Holly's Hope will present their mission/vision etc. Ask Youth Council Board to work with Holly's Hope to organize a youth centered program.                      2) Bring back to Commission.                      3) Memo sent to Commission 4/20/20</p>	TBD based on Advisory Boards reconvening per COVID-19	1) October 28th, 2019

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211	September 10, 2019	Public Works	<p>Schedule presentation on property exemptions for special district assessments at a future Public Meeting. To include what we are doing now, what the law allows.</p> <p>1) Memo sent to Commission 2/18/20                      2) Memo sent to Commission 3/16/20                      3) Memo sent to Commission 4/20/20                      4) Consensus at 5/26/20 for City Manager to bring back information using current methodology to remove all current exemptions for churches and determine a dollar amount associated with non-advalorem exemptions for the Road and Drainage District.                      5) Consensus at 5/26/20 for City Manager to send memo showing properties receiving exemptions from the Road and Drainage District, including financial impacts and how many of those exempt properties could be added to the tax roll.</p>	<p>4) July 2020                      5) June 2020</p>	<p>1) May 26, 2020</p>
214	September 23, 2019	NDS	<p>Request Sarasota County archeologist to do a presentation to Commission.</p> <p>1) Memo sent to Commission 2/18/20</p>	<p>In Progress</p>	
216	September 23, 2019	Parks and Recreation	<p>Staff come back to HCAB and P&amp;R Adv Bd with proposed location to relocate Veterans Park and present to Commission</p> <p>1) Memo sent to Commission 5/18/20</p>	<p>TBD based on Advisory Boards reconvening per COVID-19</p>	
221	October 2, 2019	City Manager	<p>City Manager schedule joint meeting with Sarasota County in April 2020 to discuss the following items: 1) Joint Planning Agreement to address planning at the borders of the City /County; 2) Discussion on Parks and Recreation agreement between City and County; 3) Discussion on money returned to County from YMCA, should it be returned to City; and 4) Update on Legacy Trail</p>	<p>On hold due to COVID-19</p>	<p>1) November 7th Commission mtg discussed topics.</p>
222	October 2, 2019	City Manager	<p>Staff to gather information on following 3 items and come back within 1 year for a joint meeting, October 2020 if needed. 1) E911 Funds- looking at apportionment of funds to the City of North Port (Mr. Lewis will write a memo); 2) Creation of CRA and 3) Community Re-investment Act Update</p>	<p>TBD</p>	

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228	October 7, 2019	City Manager/HR	Consensus for City Manager to provide Commissioners with Organizational Charts.	June 2020	
231	October 8, 2019	Utilities	Neighborhood Expansion -- Come back w/plan outlining incentives for hooking up to the septic system, including a <del>payment plan for residential properties.</del> <b>a plan for the design</b>	July 2020	
232	October 8, 2019	City Manager	Consensus for Staff and Advisory Board to develop a plan to participate in the Sarasota County Centennial Celebration and bring back to Commission to iron out details. 1) Memo sent to Commission 2/18/20 2) Memo sent to Commission 3/16/20	November 2020	
236	November 4, 2019	NDS	Bring back agenda item on Economic Development Strategic Planning feasibility study 1) Memo sent to Commission 1/21/20 2) Item was scheduled for 2/25/20; CM directed this item come back with a budget amendment 3) Memo sent to Commission 4/20/20 4) Motion made during 5/12/20 meeting directing staff to bring back consent agenda item on May 26th utilizing Commission Contingency funds for the Economic Development Feasibility Study.	May 12, 2020	May 26, 2020
239	November 12, 2019	NDS	Provide cost analysis during Budget for Social Services lease agreements	During Budget Process	
242	November 26, 2019	City Manager/NDS	Bring back information by February 2020 on how to turn the city owned lots along Spring Haven into a Conservation Easement along Spring Haven Drive. 1) CM report had Feb 2020 listed as due date, CAO sent correspondence 1.15.20 to staff notating Commission modified direction at Dec 2nd workshop for new date June 2020 <b>2) Memo sent to Commission 6/15/20</b>	In CAO Review	
246	December 2, 2019	Public Works	Provide financial impact of removing suggested purchased properties within Big Slough Flood Study area from tax roll. Provide map of locations along creek Operations staff is clear cutting. Investigate available property for possible "property swap".	September 2020	

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249	December 5, 2019	NDS/CM - IT Division	Provide timeline report and monthly Track-It updates to Commission. 1) Timeline of project emailed to Commission 1/8/20 2) Monthly Updates - Will be provided after legal review 3) Memo sent to Commission 4/20/20 4) Memo sent to Commission 5/18/20 5) Memo sent to Commission 6/15/20	2) Ongoing	1) January 8, 2020
258	January 7, 2020	City Manager	Bring back Strategic Plan update in 6 months (by July 2020)	July 2020	
262	January 16, 2020	NDS	Consensus to promote one business/neighborhood district location per month, with videos made for web postings.	July 2020	
263	January 16, 2020	Public Works	Consensus to have a Joint meeting with Commission and Art Advisory Board to discuss a vision for a City-wide plan for art and how art can be implemented into each neighborhood district. 1) Memo sent to Commission 4/20/20	TBD based on Advisory Boards reconvening per COVID-19	
265	January 16, 2020	NDS	Consensus to bring back Agenda item regarding the requirement of obtaining a City right-of-way permit to traverse any City property for those who obtain a permit to dig archaeologically within the City of North Port. 1) Memo sent to Commission 6/15/20	September 2020	
266	January 16, 2020	Finance	Desire to receive update during budget process as to how CIP projects that are tied to strategic planning are progressing.	June 2020	June 2020
267	January 28, 2020	City Manager	Consensus to get monthly update on GovQA, reference implementation of the program and on-line payment implementation. 1) Memo sent to Commission 4/20/20 2) Memo sent to Commission 5/18/20 3) Memo sent to Commission 6/15/20	Ongoing	March 24, 2020
268	January 28, 2020	City Manager	Consensus for City Manager to reach out to new Charlotte County Administrator to schedule a joint-meeting with a target date of May of 2020.	On hold due to COVID-19	

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272	February 4, 2020	Public Works	1) Consensus for staff to come up with costs associated taking over service road behind Popeyes, and provide other measures to ensure private road is taken care of and bring back as Agenda item by the end of May. 2) Consensus at 5/26/20 meeting to send strongly worded letter to every property owner in complex that they must take care of property and include legal options available to City.	2) June 2020	1) May 26, 2020
277	February 6, 2020	Public Works	Consensus to bring back Agenda item to Commission (asap) regarding the extension of Toledo Blade Blvd. to State Rd 72 with more info -- road route, lay of land, environmental impacts, historical data, statistical data (accidents), evacuations routes, and any other pertinent information in regard to the extension of the roadway.	July 2020	
279	February 25, 2020	Parks and Recreation	Consensus to have City Manager send monthly updates to Commissioners regarding Warm Mineral Springs Phase II 1) Memo sent to Commission 4/20/20 2) Memo sent to Commission 5/18/20 3) <a href="#">Memo sent to Commission 6/15/20</a>	Ongoing	
282	February 27, 2020	Public Works	Consensus for EAB to bring back Agenda item for Natural Resources Department 1) Memo sent to Commission 4/20/20	TBD based on Advisory Boards reconvening per COVID-19	
283	March 3, 2020	NDS	Consensus to direct staff to work with CLG to become a member and bring back alterations needed to our local Ordinance.	December 2020	
284	March 3, 2020	NDS	Consensus to direct staff to take steps necessary to fulfill DRI regarding Heron Creek Scrub Jay Management.	July 2020	
288	April 28, 2020	Public Works	Consensus to have staff purchase 4 bridges for the City Center Green area similar to bridges currently in place, not to exceed \$2,000.00 in total price for all 4 bridges. 1) Memo sent to the Commission 5/18/20	August 2020	

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289	April 28, 2020	City Manager/Finance/HR	CM prepare Agenda Item for Commission Meeting of June 4, 2020, and provide the following in a COVID19 budgetary report: CIP status for all CIP projects to include where we are in the project (RFP, Design, Construction, etc.), vacant positions by dept & date of opening; expected date of return of 72 employees out on FMLA and their expected return date.	June 4, 2020	
291	April 28, 2020	City Manager	1) Consensus to add "Kindness Community" survey information to Social Media at request of J Moore 2) Motion on 5/12/20 meeting for City Manager to send email to all City employees about taking the Kindness Survey at the request of Jacqueline Moore 3) <a href="#">Copy of email sent to Commission 6/15/20</a>		1) April 29, 2020 2) May 13, 2020
292	May 7, 2020	City Manager	Consensus to have scaled back City hosted Memorial Day event at City Center Green		May 25, 2020
293	May 7, 2020	City Manager/City Attorney	Consensus for City Manager & City Attorney to continue drafting Emergency Order that allows for the fee waiver associated with a temporary use permit. 1) <a href="#">Copy of Executive Order sent to Commission 6/15/20</a>		May 8, 2020
294	May 7, 2020	City Manager	Direction to provide financial impact information by reducing Building Fees 25% across the board 1) Consensus from 5/12/20 Meeting to reduce building permitting fees by 25% of what they currently by Emergency Order, to be done within next 3 days (Friday at 5 pm), with possibility of continuing fee reduction through the end of the fiscal year. 2) <a href="#">Copy of Executive Order sent to Commission 6/15/20</a>		May 15, 2020
295	May 12, 2020	City Manager	Consensus to create Workshop on July 6th to discuss dissolving of lot lines, possible conservation rezone and direction for the Myakkahatchee Creek Tier I & Tier II properties	July 2020	
296	May 12, 2020	City Manager/City Attorney/City Clerk	Consensus for City Manager, City Attorney, and City Clerk to review public comment options to find solutions for technical issues.		June 2020
297	May 26, 2020	Fire	Consensus to have City Manager bring back total exemption costs for all/entire properties receiving exemptions of the Fire Rescue District.	July 2020	

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	Total # of active directives	57			
	New change: All items now have a unique identifying number. However that unique identifying number does not indicate the total number of items on this report. Refer to highlighted amount for total.				
	Total # of completed directives	376			
	Total # of active and completed directives	433			